

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1766**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
CM-409 10-6-99	Software Installation Tracking Report MEGA02-R001	State Offices
CMA-38 10-12-99	Corrections to CMA Process Output File Fields [49] and [55]	CMA's, LSA's, and State and County Offices, Except AK, HI, and PR
CMA-39 10-12-99	Using the Internet to Upload and Download CMA Process Files	CMA's, LSA's, and State and County Offices, Except AK, HI, and PR
DAP-50 10-12-99	Extending 1999 LIP Signup	State and County Offices
FI-2395 10-8-99	Transfer of CO Employee Personnel and Payroll Functions to NFC	All CO Employees, Except AL, GA, and TN
FLP-85 10-12-99	Temporary Reduction in Services in St. Louis, Loan Operations Division (LOD)	State and County Offices

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**National Procedure Checklist No. 1766 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PF-118 10-12-99	FY 2000 PFC Payment Rates	State and County Offices
RM-229 10-11-99	Crop Year 1996 and 1997 CAT Fee Refunds	State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-CP (Rev. 15) Amend. 17 10-12-99	Acreage Compliance Determinations	State and County Offices
13-TB (Rev. 2) Amend. 13 10-7-99	Burley Tobacco Marketing Instructions	Marketing Recorders, Tobacco Dealers, and Warehouse Operators

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**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA Issue No. 78	10-7-99	State and County Offices

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
DAP-48	10-12-99	DAP-50

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FAS	381	05-71	Log for Agriculture Documents	nofile.htm	nofile.htm	IRMS	Sheet	N	IRMS	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	588	05-88	Annual Travel Plan	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	894	08-78	Flexitime Log	nofile.htm	nofile.htm	N/A	MP/2	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	898	05-78	Clerk-Typist/Clerk-Steno Referral Listing	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FCI	9	06-98	Late Planting Agreement	nofile.htm	FCI0009.WPD	RPL/WP	MP/2	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	12-AO, 1-RM, FCIC-19020 Acreage Report Handbook, RM-141	N/A	This form is obsolete. Destroy all stock.
FCIC Prov.	98-046	N/A	Texas Citrus Tree Crop Provisions	nofile.htm	nofile.htm	RPL/PDF	MP/3	N	Insurance Providers and Producers	N/A	N/A	This provision is obsolete. Destroy all stock. It was replaced by 99-025.
FSA	468T	N/A	Notice of Determined Acreage for Tobacco	nofile.htm	nofile.htm	CG	Sheet	N	Counties	4-CP	N/A	This computer-generated form is new. It was available on County Office Release No. 413.
FSA	1951-T-1 FmLt.	10-07-99	Notification of the Availability of the Disaster Set-Aside Program	nofile.htm	1951-T1.WPD	RPL	Sheet	N	FSA	FSA Transferred Instruction 1951-T	N/A	The following Form Letter was revised. Destroy old stock. When printing this Form Letter use instructions for printing Agency Letterhead. Referenced in FSA PN Issue No. 78.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

**Note:** NOFILE.HTM indicates that there is no electronic files available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FSA	1956-10	09-23-99	Debt Settlement and Release of Liability Checklist	1956-10.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	Y	States and County Offices and District Director	FMI 10-07-99. Referenced in RD Instruction 1956-B, Exhibit A, and FSA PN No. 78.	Position 2	This form is new; it was uploaded to the BBS on 9-28-99.
KC	16	10-6-99	Security Table Access Request	nofile.htm	KC0016.WPD	RPL/WP	Sheet	N	All Divisions	N/A	N/A	Revised form; destroy old stocks dated 12-16-94. WordPerfect form uploaded to BBS on 10-7-99.
MISC PUB	MP/41	07-99	Risk Management Education Document - Bookmark	NOFILE.HTM	NOFILE.HTM	KC	Bookmark	N	Private Sector, RMA	N/A	N/A	New item now available from KCMO Warehouse stock.
MISC PUB	MP/44	N/A	Minority Farmers: Enriching the Tapestry of Agriculture	NOFILE.HTM	NOFILE.HTM	KC	Brochure	N	All offices	N/A	N/A	New publication now available from KCMO warehouse stock.
RD	1924-02	07-99	Description of Materials	1924-02.PDF	nofile.htm	RPL/PDF	MP/4 Head to foot	N	FSA, RD	FMI 10-6-99. Referenced in RD Instruction 1924-A, and FSA PN No. 77.	Position 6	This form was revised and uploaded to the BBS on 10-13-99. Destroy old stock. Remove old FMI.
RD	1927-01 IL	09-99	Real Estate Mortgage for Illinois	nofile.htm	nofile.htm	Illinois	MP/5 Snapout set	N	Illinois	RD Instruction 1927-B. Referenced in FSA PN No. 77.	Position 5	This form has been revised. Destroy old stock. A distribution has been made. Tentative delivery date is 10-8-99.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
RD	1927-01 VT	09-99	Real Estate Mortgage for New Hampshire and Vermont	nofile.htm	nofile.htm	Vermont	MP/4 Head to Foot	N	New Hampshire and Vermont	RD Instruction 1927-B. Referenced in FSA PN No. 77.	Position 5	This form has been revised. Destroy old stock. A distribution has been made. Tentative delivery date is 10-8-99.
RD	1927-09	09-99	Preliminary Title Opinion	1927-09.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA, RD	FMI 10-6-99. Referenced in RD Instructions 442.11 and 1927-B, FSA Transferred Instructions 1943-A and 1943-B, and FSA PN No. 77.	Position 5	This form was revised and uploaded to the BBS on 10-6-99. Destroy old stock. Remove old FMI.

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